IRMA Costs

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- One-time cost for image capture will vary for each record collection
- Annual cost for storage and use = $131 per GB per year
  - 1 GB = 30,000-45,000 pages
  - Approximately $.005 per 8.5" x 11" page per year

IRMA is cost-effective because multiple agencies share the investment in the hardware and software. Billing is calculated according to the amount of storage space each application occupies.

Private-sector service providers often charge customers per page, which costs more than IRMA's per gigabyte model. Complex digital image management and document management software is significantly more expensive, because agencies pay for servers, software, hardware, system design, consulting, IT maintenance and fees, which often add up to hundreds of thousands of dollars.

The IRMA cost model puts digital image management within the reach of both large and small agencies, and facilitates business process improvements and efficiencies.

Did You Know?

The **Records Reproduction Act** (MCL 24.401—406) authorizes the reproduction of public records by Michigan government agencies at all levels. It also requires HAL to promulgate standards for microfilming and digital imaging. These standards, and accompanying best practice documents, are available on online at www.michigan.gov/recordsmanagement/. All state agencies are responsible for complying with these standards when reproducing public records.
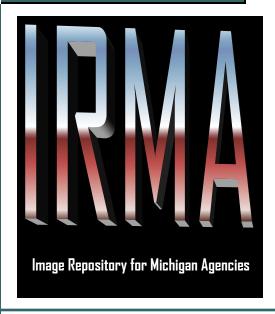
Records Management Services administers the State of Michigan's master contracts with a vendor who microfilms and digitally images records in compliance with these standards.

Michigan Department of History, Arts and Libraries

Michigan Department of History, Arts and Libraries
Michigan Historical Center
Records Management Services
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State of Michigan

Records Management Services

Image Repository for Michigan Agencies

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Solutions for Digital Images and Other Electronic Records

What is IRMA?

IRMA is a digital image storage and retrieval service offered to state agencies by the Department of History, Arts and Libraries, Records Management Services (RMS). It is hosted and supported by the Department of Information Technology (DIT).

IRMA is an affordable and cost-effective solution that puts digital image management within the reach of both large and small agencies, and facilitates business process improvements and efficiencies.

IRMA consolidates the use of imaging technology and shares the administrative and technology expenses among multiple agencies, making these services more economic for all. RMS provides expertise about best practices and administers the system for the agencies that use it. Agencies using IRMA also avoid complicated procurement processes, and can get started quickly and easily.

How does IRMA work?

Images can be converted into IRMA from both paper and microfilm. Some legacy microfilm systems have been replaced by IRMA. Importing index data associated with the microfilm allows an agency to avoid the cost of scanning old microfilm documents. Day forward, digital images

are also created. This allows the agency to search for records in both microfilm and digital formats using a single search interface.

IRMA users access the repository by logging in through the State of Michigan's intranet. No software is loaded on the computer desktop, which makes deployment fast and easy. The secure login process ensures that users only access the records with which they are authorized to work.

DIT provides the technical support for IRMA, including a secure network environment and hosting services. Agencies work directly with RMS to configure, deploy and maintain their IRMA applications.

Benefits

Among the benefits of IRMA and other imaging technologies are:

- Decentralized search and retrieval
- Easy distribution of information
- Elimination of lost or misfiled documents
- Office space reduction
- Rapid business resumption for disaster recovery

Who should use IRMA?

The current IRMA model best fits agency applications that require simple store-and-retrieve functionality, multiple user access, and/or are vital to the state's continued business functions. Users often find that IRMA helps them improve their business processes, and work more efficiently.

Examples of IRMA Applications

- Accounts payable records
- Electronic requests for payment
- Board and commission minutes
- Licensing files
- Agreements and contracts
- Land/property records
- Permits
- Inspection records

How do you get started?

Contact the Records Management Services at irma@michigan.gov. A records analyst will conduct a needs analysis for your agency that will include a full analysis of your business process and recordkeeping requirements. If the analysis determines that IRMA is the best solution for your agency, the analyst will develop a Memorandum of Agreement (MOA) for repository services, a Statement of Work (SOW) for imaging services, and a cost estimate and justification for all services.

Once the images are ready, RMS will import them into the repository, configure the database for searching per the agency's requirements, and establish user accounts.

Schedule a demonstration for your agency today!